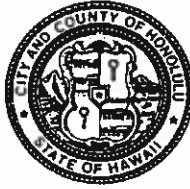


**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**
711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq • E-MAIL: liquor@honolulu.gov



KIRK CALDWELL
MAYOR

June 15, 2016

MICHAEL S. YAMAGUCHI
CHAIRMAN

WESLEY F. FONG
CO-VICE CHAIR

JOSEPH V. O'DONNELL
CO-VICE CHAIR

NARSI A. GANABAN
COMMISSIONER

MALAMA MINN
COMMISSIONER

FRANKLIN DON PACARRO, JR.
ADMINISTRATOR

ANNA C. HIRAI
ASSISTANT ADMINISTRATOR

MEMORANDUM

TO: ALL LIQUOR LICENSEES

FROM:  FRANKLIN DON PACARRO, JR., ADMINISTRATOR

SUBJECT: ANNUAL GROSS LIQUOR SALES (GLS) FOR FISCAL YEAR 2016

Annual Gross Liquor Sales for FY2016. Your completed "Declaration of Gross Liquor Sales" form to report your annual gross liquor sales for the license year **FY 2016** (July 1, 2015 to June 30, 2016) is due **MONDAY, AUGUST 1, 2016.** The GLS deductible for FY 2016 is **\$139,000.**

"On-line" GLS filing is **not** available this year. Instead, please use the "new" PDF-fillable, "Declaration of Gross Liquor Sales" form on our website at: <http://www.honolulu.gov/liq/gls.html>. Your original, signed and completed GLS form, and additional license fee payment, if applicable, must either be delivered to the Honolulu Liquor Commission (HLC), no later than **Monday, August 1, 2016, at 4:30p.m.,** or postmarked and mailed by **Monday, August 1, 2016,** to the following address:

City & County of Honolulu
Liquor Commission
711 Kapiolani Boulevard, Suite 600
Honolulu, Hawaii 96813
Attn: GLS Processing

LATE OR NON-FILED REPORTS WILL BE A VIOLATION AND SUBJECT TO PENALTIES AS PRESCRIBED BY THE HLC. (ref. §3-81-17.54(c))

We will not accept a faxed or emailed GLS report, an incomplete report, or a report without the additional license fee payment, if applicable. Acceptable forms of payment:

- Corporate Check, Cashier's Check, or Money Order, payable to "City & County of Honolulu"
- Cash (over-the-counter only)
- Credit Cards (over-the-counter only)

The GLS report form must be signed by an owner, officer, or member registered with HLC. A GLS report form, signed by an Agent, must include either a Letter of Authorization signed by the Licensee, or a completed Notification of Authorized Agent Form (LIQ-LIC-106), which can be found on our website at <http://www.honolulu.gov/liq/gls.html>. If an authorization form was previously filed with the HLC less than a year ago, then a new form is not necessary.

If there are any questions regarding GLS report filing, please call our HLC Auditors: Seng Vongphila (808) 768-7321, or Akiko Reyes (808) 768-7360, or e-mail liq-auditing@honolulu.gov. Thank you.